

THE GILMORE

Irving S. Gilmore International Keyboard Festival Transportation Coordinator/Desk Controller Position Description

The Gilmore Festival Transportation Coordinator/Desk Controller is a temporary, hourly position. The position start date is January, 2014 on a part-time, as needed basis. Work hours will be flexible until April at which time candidates must be available to work full-time for approximately four weeks (directly preceding and throughout the Festival, April 21-May 10, 2014). This position requires excellent verbal and written communication skills, the ability to work effectively under pressure, strong computer skills and leadership capabilities. The position requires access to reliable transportation and includes some lifting. High interest in arts administration is preferred. Compensation is \$10 per hour.

Responsibilities:

- Meet with Volunteer Coordinator and Transportation committee as needed to plan and coordinate ground transportation of Festival artists and VIPs.
- Create and coordinate driving schedules for volunteer drivers throughout the duration of the Festival.
- Coordinate pick-up and drop-off of rental vehicles before, during and following the Festival and arrange for additional vehicles as necessary.
- Procure volunteers as needed related to artist or audience transportation (i.e. VIP parking lot attendees).
- Participate as the Transportation Committee chair at the Gilmore Volunteer Fair 2014.
- Coordinate venue parking and any supplemental modes of transportation (i.e.; Kalamazoo College parking and on-site golf carts).
- Coordinate all Operations-related activities/phone calls regarding travel and hotel accommodations during the Festival on behalf of the Operations Department.
- Keep Piano Coordinator and all Operations staff informed of any changes in artist-related activities that occur when the Director of Operations is attending Festival events.
- Assist Director of Operations and/or assistant with various production needs as assigned during the Festival.
- Other duties as assigned by the Director of Operations.

To apply: Please send resume and cover letter to Maria Schneider at mschneider@thegilmore.org.
No phone calls please.